

Nicola Hesketh  
Project and Information Coordinator

**Our Ref: FOI5234/NH/02**  
**Please ask for: Nicola Hesketh**  
**Direct dial: 01827 709 587**  
**E-mail: FOImailbox@tamworth.gov.uk**

[Name Redacted]  
Nottingham City Council

9<sup>th</sup> July 2018

Dear [Name Redacted]

### **Freedom of Information – Request for Information**

With regards to your recent enquiry for information held by the Authority under the provisions of the Freedom of Information Act. Please find the information you requested below with reference in the box to your original enquiry for clarity where multiple answers are required.

#### **Details of Your Request**

##### *FOI REQUEST*

- 1. The number of FOI/EIR requests, per month, from April 2015 to March 2016, April 2016 to March 2017, April 2017 to March 2018*
- 2. The compliance rate for FOI/EIR requests, per month, for the years April 2015 to March 2016, April 2016 to March 2017, April 2017 to March 2018*
- 3. How many staff processed FOI/EIR requests as at 31st March 2018 and if possible as at 31st march 2017 and 31st March 2016.*
- 4. Brief description of the FOI/EIR process.*
- 5. Number of SARS received (per month if possible) and compliance rate, for the years April 2015 to March 2016, April 2016 to March 2017, April 2017 to March 2018.*
- 6. Number of data breaches/incidences received (per month if possible) for the years April 2015 to March 2016, April 2016 to March 2017, April 2017 to March 2018.*
- 7. How many staff processed SAR/BREACHES as at 31st March 2018 and if possible as at 31st march 2017 and 31st March 2016.*

**The response to your request as follows:**

- 1. See attached spreadsheet**
- 2. See attached spreadsheet**
- 3. See attached spreadsheet – to note: This information relates to the Information Services Team Only. The data does not include the number of people who work on FOI and EIR requests outside of the Information Services Team who would be involved in activities such as sourcing and extracting the information. This is not recorded and therefore is information not held under Section 1 of the Freedom of Information Act 2000.**

4. **Requests for information are processed in accordance with ICO Code of practice.**  
<https://ico.org.uk/media/for-organisations/documents/1624144/section-45-code-of-practice-request-handling-foia.pdf>  
Further information on how submit a request can be found on our website at:  
<http://www.tamworth.gov.uk/freedom-information>
5. See attached spreadsheet
6. April 2015-March 2016 – 4  
April 2016-March 2017 – 4  
April 2017-March 2018 – 5
7. See attached spreadsheet. The data does not include the number of people who work on SAR requests outside of the Information Services Team who would be involved in activities such as sourcing and extracting the information. This is not recorded and therefore is information not held under Section 1 of the Freedom of Information Act 2000.

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This council also believes in transparency of information, this includes requests made under the Freedom of Information Act and the Environmental Information Regulations and we reserve the right to publish these requests in our Disclosure Log along with the response, the requestors name and/or company where the information is requested on a regular basis. Care shall be taken not to publish your email address or physical address where it is considered personal information as defined under the General Data Protection Regulation 2018.

Project and Information Coordinator,  
Tamworth Borough Council,  
Marmion House,  
Lichfield Street,  
Tamworth,  
B79 7BZ

Details of Tamworth Borough Council's internal review and complaints procedure are attached, in accordance with the provisions of the Act.

Yours Sincerely

Nicola Hesketh  
Project and Information Coordinator